

## Minutes of the Board of Directors Wyomissing Public Library

The Board of Directors of the Wyomissing Public Library (WPL) met on Tuesday, January 10, 2006 in the Community Room of the library. Vice President Lisa Gallen called the meeting to order at 4:05 P.M. Introductions of those present were made for the benefit of new board members.

**Members present:** Allison Althouse, Lisa Gallen, Denise Greenwood, Jacqueline Roddy, John Schmoyer, Brad Scribner, Steven Silverman, Jennifer Sockel, Bill Stobbart, Mary Ellen Wells, Philip Wolfe, Diane Yoh.  
Honorary Member: Judy Phelps  
Library Director: Christopher Ritter

**Approval of December's minutes:** Mary Ellen Wells, seconded by Denise Greenwood, made motion for approval of the minutes.

**President's report:** The *President's Goals for 2006* were read by Lisa Gallen: 1) to expand membership, gifting, and grants, 2) to continue to expand children's programming and resources, 3) to contribute (from a facility and manpower perspective) to and participate in the Borough's Centennial celebration, and 4) to evaluate and develop holdings and resources in order to meet the changing needs of the community. The committees for 2006 were presented to the board. Three items arose from discussions regarding the committees: a) the renaming of the *Newsletter* committee to now be known as *Public Relations*, b) the addition of Jacqueline Roddy to the *Finance* committee to benefit from her gifting-funding experience, and c) the understanding that Children's Programming falls across all committees if the WPL is to build upon that important area.

**Treasurer's Report:** Bill Stobbart distributed a *Year 2005* handout while mentioning that it is not yet final pending a year-ending final review. Preliminary results indicate a better-than-anticipated fiscal year 2005 (\$3.7K deficit) than earlier forecasted (\$30K deficit). Although the association dues account #3100 closed at \$37.8K versus a budgeted \$40K, other contributions of \$5.9K could have been classified as Association dues. Expense accounts 4450 and 4500 increased in December due to the purchase of four PC's and maintenance expenditures (e.g, the replacement of stolen shed articles, repairs to the boiler, and the a new steel door for the shed), respectively. Aid from the state for 2006 (\$41,875.49) has now been received.

**Corresponding Secretary:** A letter from a West Reading resident was read and discussed relative to the Interlibrary Loan Policy. As the library must pay for the service of requesting/loaning books outside of the WPL, the board agreed that one must be a service area resident or an association member (having first given a minimum of \$1.00) to participate in this service. Diane Greenwood agreed to call the resident with an explanation of this policy. The policy will be recorded on a document to have it available to the WPL staff to address this as it arises in the future.

**Library Director's Report:** Chris reported total circulation for 2005 was 80,823 versus 80,572 during 2004. The "people counter" recorded 62,112 people entering the library throughout 2005. Those programs that were thought to be popular in 2005 will be continued in 2006. As reported in the treasurer's report, four staff PC's were purchased and installed (by WPL's computer service provider, *Wyomissing Data*) in December. The Children's Report referenced having twelve programs during December, totaling 95 children and 70 adults in attendance. The Annual Christmas Tree Lighting and the Great Gingerbread House Build-Off were very successful events. Chris reported being very pleased with Colleen's efforts in creating theme programs and recruiting participants.

### Committee Reports

**Community Affairs/Newsletter:** As agreed to in December's meeting, the newsletters will be replaced by monthly handouts placed in and around the library, along with a to-be-mailed "annual report". Lisa will be in contact with the *Community Affairs* committee members regarding a 2006 kick-off meeting.

**Membership:** Mary Ellen Wells presented a breakdown of WPL's membership relative to the number of contributions/contributors and total contributions per giving category. Mary Ellen, seconded by Denise Greenwood, made motion for the following suggested giving categories to be included in the 2006 mailing:

Line	Giving category	Suggested giving contribution
1	Individual	\$ 30.00
2	Family	\$ 50.00
3	Benefactor	\$ 100.00
4	Trustee	\$ 250.00
5	Ben Franklin's Circle	\$ 500.00+

Motion approved by the board. The intent will be to acknowledge all members/donors per all levels in the "annual report".

**Building & Grounds:** The existing shed door was replaced with a steel door in the hopes of improved security for its contents. Phil Wolfe is exploring the repainting of the flaking ceilings in the North entrance hallway.

**Information Technology:** Four administrative PC's purchased and installed in December. Bill Stobbart will obtain an estimate for the WPL to offer wireless Internet access. This is in response to an article in the *Reading Eagle* in which the WPL was erroneously listed among other Berks County having such access.

**Unfinished Business:** Brad Scribner briefly summarized the recent *Wyomissing Borough* reorganization. Brad will continue in his role of being a liaison between the Borough and the WPL. He stressed the need for the library to continue to demonstrate working to assist itself financially. Judy Phelps provided the board with an update of the borough's Centennial Committee's activities, including the Saturday, May 13<sup>th</sup> kickoff at the WPL. Judy encouraged the board to take advantage of this opportunity (historical displays, memorabilia displays, etc) for the WPL to show itself off to the community. Any board member wishing to assist in this area was asked to contact Chris. Allison Althouse broached the subject of mailing letters to "non-residents" as had been done in prior years. Chris is to provide a list of non-residents who are WPL users to Allison.

**New Business:** Discussion of other libraries, e.g. Sinking Spring, offering to assist in obtaining passports. Per a recent article in the *Reading Eagle*, the library received a \$30.00 fee per passport. Chris will look into the details of what may be required of the WPL to offer a similar service.

The meeting adjourned at 5:02 P.M.

Respectfully submitted,



John P. Schmoyer

**Next Executive Meeting: Monday, February 6, 2006 @ 5:00 PM**  
**Next Board Meeting: Tuesday, February 14, 2006 @ 4:00 PM**